

**UNAPPROVED MINUTES  
CITY OF MILPITAS  
PARKS, RECREATION AND CULTURAL RESOURCES COMMISSION**

**Minutes:** Regular Meeting of the Parks, Recreation and Cultural Resources Commission  
**Date of Meeting:** April 7, 2003  
**Place of Meeting:** Milpitas City Hall, 455 E. Calaveras Blvd. Committee Conference Room

**I. Call to Order** Chairperson Munzel called the meeting to order at 7:00 PM

**II. Flag Salute** The Chair led the Commission in the Pledge of Allegiance

**III. Roll** Commissioners Present: Gill, Krommenhock (7:40 p.m.), MacKenzie, Munzel, Tuason and Alternate Ku

Commissioners Absent: Mathur, Mohsin and McGuire

City Staff Present: Bonnie Greiner, Recreation Services Manager, Jennifer Tagalog, Public Services Supervisor; Blair King, Assistant City Manager; Mike McNeely, City Engineer; Doug DeVries, Assistant Civil Engineer;

City Council Liaison Present: Council Member Polanski

**IV. Alternates** The Chair sat Alternate Ku.

**V. Agenda** **MOTION** to approve the agenda for April 7, 2003, meeting as submitted.  
M/S: Gill, Tuason  
Ayes: (5) Gill, MacKenzie, Munzel, Tuason, Ku  
Absent: (4) Krommenhock, Mathur, Mohsin and McGuire

**VI. Minutes** **MOTION** to approve the Minutes of March 3, 2003 with the following change: on page 6, item #3, second paragraph changed to, "Chairperson requested that any Commissioner interested in being on the sub-committee write their name down on a piece of paper. The names were then put into a manila folder. Staff pulled names randomly and Chairperson Munzel appointed Commissioner MacKenzie to the 50<sup>th</sup> Anniversary sub-committee. He then appointed Commissioner Ku as alternate #1 and Commissioner Mohsin as alternate #2."  
M/S: Tuason, Gill  
Ayes: (5) Gill, MacKenzie, Munzel, Tuason, Ku  
Absent: (4) Krommenhock, Mathur, Mohsin and McGuire

**VII. Citizen's Forum**

Alfred Garcia, CAC Chairperson, gave a presentation on "Building Neighborhood Spirit, Neighborhood Night Out," which is scheduled for August 12, 2003 and supported by the City of Milpitas City Council, Police and Fire Departments. He encouraged the Commissioners as leaders of the Community to help organize a National Night Out in their own neighborhood.

Commissioner MacKenzie questioned if there was some consideration given to holding this event on a weekend vs. weeknight based on his experience weeknight events are not well attended. Mr. Garcia stated that the CAC took this into consideration, however, it is not required to hold event on the same Neighborhood Night Out. For example, the Hillcrest area will be holding their event on the weekend. Mr. Garcia also stated if Commissioners were interested

in participating they may contact various individuals listed on the slides provided to the Commission.

## **VIII. Announcements/Correspondence**

Chairperson Munzel read a thank you card from Melissa Crespo for the Commissions support on her recent Youth Sports Grant request.

Bonnie Greiner, Recreation Services Manager, reported the Arbor Day Event would be held on Saturday, April 26, 2003, at Murphy/Yellowstone Park from 10:00 a.m. to 2:00 p.m. The event will include a variety of activities and a compost giveaway starting at 8:00 a.m. She also distributed a flier to Commissioners regarding the upcoming State of City Address which will be held on April 21, 2003, in the Council Chambers.

Blair King, Assistant City Manager, invited the Commissioners to attend the upcoming Dog Park Ground Breaking Ceremony which will be held on Saturday, May 10, 2003, at Ed Levin Park starting at 10 a.m. Invitations will be sent to all Commissioners. He noted that the City of Milpitas is currently coordinating with the County so that the parking fee will be waived for those attending the event.

## **IX. Old Business**

### **1. Parks Monthly Response Log - Blair King**

Attached in the Commissions packet for review is a new reporting process between the PRCRC Commission and the Public Works Department. Blair King, Assistant City Manager, was in attendance at the meeting and explained that this log is created as a trial basis in order to keep a running list of issues or concerns brought forward by the Commission. Identifying trends, help prioritize the necessary work, and ultimately let the Commission know of the status of issues/concerns brought forward ensuring staff is following through with issues as referenced in the log. He explained this report would be distributed in the Commissions packet on a monthly basis and provides updates on the status of projects.

Commissioner Tuason questioned when the Par Courses around Milpitas would be replaced/repared since he has received several inquiries from the public.

Blair King, Assistant City Manager, explained that the popularity of Par Courses have decline over the years. He also indicated that the fall zone standards have changed over the years, which has made it difficult to replace parts. He said there were some plans to install a limited amount of equipment in a small cluster similar to Par Course concept, however, he was not aware of all the specifics.

The Commission was very receptive to the Parks Monthly Response Log. Chairperson Munzel felt the report would be very beneficial in identifying re-occurring trends.

Note, receipt, and file.

## **XI. New Business**

### **1. CIP Update – Mike McNeely**

Staff is to provide the Parks, Recreation and Cultural Resources Commission with an overview of the proposed Draft 2003-2008 CIP Document. The Commission advises staff on the Parks segment of the draft document which is scheduled to be submitted to City Council on April 15, 2003.

Mike McNeely, City Engineer and Doug DeVries, Assistant Civil Engineer were in attendance at the meeting and reviewed the following proposed Draft 2003-2008 Capital Improvement Document with the Commission:

#### **5055 – Alviso Adobe Renovation & Site Improvements**

The Commission discussed the specifics regarding the project in detail.

Chairperson Munzel requested that Phase two (2) of this project be indicated as follows, “Phase 2 would provide for improvements (picnic areas, lighting, walkways, parking lot and landscaping) for a new park facility at the Alviso Adobe.

Chairperson Munzel expressed concerns with regards to the Alviso Adobe Historical Park. He felt it was a poor idea to convert the Adobe building due to the fact that the adobe bricks must be allowed to “breathe” or they decay and crumble. A museum, on the other hand, requires carefully controlled and monitored humidity and temperature to preserve the artifacts on display. These two needs being not compatible. Blair King, Assistant City Manager, agreed to revert to an earlier plan suggested by adobe expert Gil Sanchez to use the Alviso Adobe as a group meeting room where docents could introduce students to other features that would be built at the park.

#### **5058 – Hall Park Improvements**

Commissioner MacKenzie asked what happened to the project which was designated for the Hetch Hetchy area near Coelho and Washington. He thought it was scheduled to be completed after Augustine Park was completed.

Blair King, Assistant City Manager, indicated that this year with limited funding sources available that staff had to consider the following elements when prioritizing projects: ADA requirements, need for ongoing maintenance, athletic course turf/surfaces due to safety concerns, other projects City is committed to matching funds. He also said that pathway projects never tend to receive lower priority since the public tends to prioritize parks as a greater need in the community vs. trails.

Commissioner MacKenzie expressed his frustration that this project was not being funded as he was told in the past. He thought this project was on the books and had been discussed several times over the past 10 years.

Chairperson Munzel indicated that no one expected such a drastic budget crunch and if future funding became available the Commission would be able to express their priorities on future projects. Council member Polanski said basically projects are being placed on hold until the financial status is more stable.

Blair King, Assistant City Manager, said there are several projects which will likely come back such as DeVries improvements. He said it would be helpful if the Commission prioritized future Park CIP projects by considering what the greatest good of the community before the 2004 CIP Process.

#### **5068 – Park Path Resurfacing**

Blair King, Assistant City Manager, said that staff was cutting down on the use of RDA funds on a variety of projects, due to the uncertainty of funding, however, next year additional funding may end up being available, allowing funding to be re-distributed for prioritized projects.

#### **5069 - Athletic Court Resurfacing**

Commissioner Tuason questioned if the courts need to be resurfaced every year. Mike McNeely, City Engineer, explained the courts are not resurfaced yearly, however, are prioritized for resurfacing due to usage and potential safety concerns. It was also noted there may have been an error on the grid since Gill Park was recently resurfaced and should have been removed from the grid.

#### **5072 – Dog Park**

Blair King, Assistant City Manager, reported that construction would begin after May 10, 2003.

Commissioner MacKenzie suggested naming the Dog Park after a Police Dog.

#### **5074 – Berryessa Creek Trail Reach 3**

Mike McNeely, City Engineer, explained that staff would be pursuing additional grant funds for this project.

#### **5077 – 2000 State Park Bond Project**

#### **8149 – Milpitas Sports Center Master Plan Improvements: Phase 1**

Staff reported that budget for this project had been significantly reduced due to budget restraints, however the one million dollars left in the budget will provide funding to improve the circulation, access and parking at the Sports Center complex. Additional funding may be available at a later date and most likely would be pursued after the Senior Center and Library projects are completed.

#### **Selwyn Park Improvements**

Mike McNeely, City Engineer, stated this project was tentative until the City Council reviews the Community Block Grant proposals.

Engineering staff then concluded the presentation by reviewing the other park projects with Future Funding Changes, projects that were closed and folded, and minor ongoing projects in 2003-2004.

Note, receipt and file.

## **2. Cancellation of July Parks, Recreation and Cultural Resources Commission Meeting – Bonnie Greiner**

Chairperson Munzel requested to agendaize this item for discussion. The Commission needs to determine whether the Commission will have a quorum for the meeting or to cancel the meeting.

Council member Polanski also mentioned that in working with the 50<sup>th</sup> Anniversary Sub-committee the Commission may want to discuss the cancellation of the July, 2004, meeting as they are already planning for the 2004 calendar which lists all the Commission meetings.

MOTION to cancel the July 7, 2003, Parks, Recreation and Cultural Resources Commission meeting.

M/S: Tuason, Gill

Ayes: (6) Gill, Krommenhock, MacKenzie, Munzel, Tuason, Ku

Absent: (4) Krommenhock, Mathur, Mohsin and McGuire

MOTION to cancel the July 5, 2004, Parks, Recreation and Cultural Resources Commission meeting.

M/S: Ku, Gill

Ayes: (6) Gill, Krommenhock, MacKenzie, Munzel, Tuason, Ku

Absent: (3) Mathur, Mohsin and McGuire

## **3. Amendments to the Youth Sports Grant Guidelines – Bonnie Greiner**

At the March 3, 2003, Parks, Recreation and Cultural Resources Commission (PRCRC) meeting, the Commission adopted the short-term goal in their work plan to amend the Youth Sports Grant Guidelines (Individual and Groups) to incorporate notification of achievements in the local newspaper through press releases and other media outlets.

The Commission requested the following changes be made to the Youth Sports Assistance Fund Grant Guidelines:

### Individual Youth Sports Assistance Fund

- Page 1, reword item #2 under Individuals must to, “2. Be willing to expend all grant monies awarded on behalf of the City of Milpitas.
- Page 2, reword item #3, under Unacceptable Funding Criteria to, “3. In lieu of a participation fee, league fees, normally paid by all participants.”
- Page 3, add item #8 as follows: “Upon funding approval from the Milpitas City Council, the Recreation Services Marketing Coordinator will provide assistance in recognizing City grant recipients’ achievement through press releases and other marketing efforts.”

### Group Youth Sports Assistance Fund

- Page 2, reword item #1, under Acceptable Funding Criteria to, “1. In the event that financial difficulties occur due to an unexpected situation that may arise which would largely curtail the services to City residents by the group or situation evolves such that emergency funding is necessary to carry out a program when an unexpected situation arises (i.e. vandalism to equipment, fire, theft, etc.)”
- Top of Page 3, under Acceptable Funding Criteria: delete #3.
- Page 3, under Funding will not be given:, delete #2 and #4.

- Page 3, add item #8 as follows: “Upon funding approval from the Milpitas City Council, the Recreation Services Marketing Coordinator will provide assistance in recognizing City grant recipients’ achievement through press releases and other marketing efforts.”

## **XII. Staff Reports**

None.

## **XIII. Liaison Reports**

### **1. City Council**

Council member Polanski reported on the following City Council items:

- Arts In The Park Project for Hillcrest meeting will be held on April 17, 2003, at 7:30 p.m. at Lawson residence.
- City Clerk was recently given authorization from City Council to research the possibility of offering passport acceptance at City Hall to increase revenue base and provide a service for the Community.
- April is the Month of the Young and she expressed her thanks to staff for planning an enjoyable event at the April 1, 2003, Council meeting.
- Encourage Commissioners to visit [www.expressway.info](http://www.expressway.info) and submit comments on the Santa Clara County expressway planning.
- City Council is moving forward with City Hall 3<sup>rd</sup> floor access to City Clerks office and on the 4<sup>th</sup> Floor completion. RDA funds will be used for this purpose, however, no additional staff will be moving to the 4<sup>th</sup> floor. The 4<sup>th</sup> floor will be used for the construction team working on the forthcoming library and Senior Center projects.

She also had recently received correspondence from “Transactions” and requested that staff provide copies to all Commissioners with next month’s packet as she felt the publication was very useful.

### **2. Community Advisory Commission**

None.

### **3. Senior Advisory Commission**

Council member Polanski reported that the Senior Center recently celebrated the 25<sup>th</sup> Anniversary of the Senior Center Nutrition Program and the event was very well attended.

### **4. Planning Commission**

Commissioner Tuason reported on the following Planning Commission agenda items: Request to install 6 telecommunications antennas at Heald College; Request to install 3 telecommunications antennas inside the church tower at Mt. Olive Church; Request to operate a 1,200 square feet grocery store and meat market at 74 Dempsey Road.

### **5. Youth Advisory Commission (YAC)**

Chairperson Munzel reported that the Youth Advisory Commission has been discussing the Skateboard Park survey. The Commission has received very few

surveys possibly due to limited distribution at Library and Teen Center. The Commission has created a sub-committee to re-work the questions to be user friendly for Teens and increase distribution of the survey to a variety of locations in the Community.

Commissioner MacKenzie reported that he had some skaters in his neighborhood fill out the Skateboard surveys he had picked up at the Community Center. He noted that he turned them into Bonnie Greiner at the meeting. He suggested having copies of the survey distributed at places where skaters would be, such as Van's Skateboard Park, Big 5 Sporting Goods, and Elementary/Junior Highs/High Schools.

## **6. Milpitas Historical Society**

Chairperson Munzel informed the Commission of the next Historical meeting on April 8, 2003. He also mentioned that the Historical Society would be participating at the Art & Wine Festival as a fundraising opportunity.

## **7. Arts Commission**

Commissioner Krommenhock requested an update on the Flute Player Postcard. Bonnie Greiner, Recreation Services Manager, report that the Commission really wanted a collage postcard and have added this item to their Work Plan.

### 50<sup>th</sup> Anniversary Update

Commissioner MacKenzie reported on the following items from the last 50<sup>th</sup> Anniversary sub-committee meeting:

- 50<sup>th</sup> Anniversary Celebrations will be held all year and will be tacked on to other events in light of budget crisis.
- The City will be also working with Historical Society and Chambers on the 50<sup>th</sup> Anniversary Events.
- A 50<sup>th</sup> Anniversary Logo may be created, however timing may be an issue.
- The next meeting is scheduled for April 16, 2003.
- Should any Commissioners have ideas on 50<sup>th</sup> Anniversary, please forward to Commissioner MacKenzie or Council member Polanski.

Commissioner Krommenhock indicated that she recently found a case of wine glasses and mugs from the 40<sup>th</sup> Anniversary.

The Commission requested that the Commission be provided with a 50<sup>th</sup> Anniversary update at the next meeting. Council member Polanski indicated she was the Councilmember chairing the meetings, so she could easily provide an update under liaison reports.

## **XIV. Future Agenda Items**

Commissioner Gill requested to discuss the Park Priorities of PRCRC. Bonnie Greiner, Recreation Services Manager indicated this item could be added to the Work Plan and be reviewed in the Fall, closer to CIP Process.

Commissioner Gill questioned how small improvements could be addressed aside from the CIP Process.

Chairperson Munzel indicated that if maintenance issues arise at Parks that Commissioners can either contact staff or bring up at the PRCRC meetings when the Monthly Park Response Log are reviewed.

50<sup>th</sup> Anniversary Update;

Chairperson Munzel requested that the following items be agendaized: Senior Center Update (May), Status of maintenance of the DeVries House (October). He felt the Commission should be pro-active with Cultural Resources Preservation.

Park Priorities (October)

**XX. Adjournment**

There being no further business, the Chair adjourned the meeting to May 5, 2003, at 8:56 PM.